

1601 - PROCUREMENT DIVISION DIRECTOR

NATURE OF WORK

This is advanced administrative work; planning and directing the activities of the Procurement Division and Central Stores Warehouse, which is comprised of professionals, para-professionals and clerical employees. The employee in this classification is responsible for directing and supervising operations of the Procurement Division. Emphasis is on planning, assigning, and reviewing the work of buyers and clerical employees engaged in the purchase of various commodities and services for use by the City.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Directs and supervises a staff of professionals, para-professionals and clerical employees engaged in a variety of procurement and warehousing functions, in accordance with applicable City and Federal laws, regulations, ordinances, and professional ethical practices.

Plans, assigns, and reviews the work of a staff of buyers and clerical employees engaged in purchasing various commodities and services for the City.

Establishes/revises division policies, procedures, priorities.

Attends/conducts various meetings (Agenda review, GSA staff, Pre-bid conferences, Selection Committee, etc.).

Assists departments in developing bid specifications and evaluating bid responses.

Schedules/conducts staff training sessions.

Prepares specifications and bid documents for Formal Bids over \$10,000.

Reviews, approves and signs all purchase orders and direct payments.

Responds to requests for info. from vendors, dept. heads, City Manager, GSA Director (phone, memos, fax).

Analyzes bid tabulations to ensure proper awards are made; types Commission Memorandums.

Works in Financial Management System (maintenance, inquiries, input, etc.).

Reviews all repetitive purchases to determine where negotiated blanket orders and contractual agreements are economically advantageous.

Maintains vendor and purchase order files and histories to determine buying patterns and needs.

Analyzes pertinent market trends and conditions which impact on the City's purchasing activities with regard to product lines, innovations, availability, reliability, and other factors.

Establishes and maintains working relationships with vendors and City departments to ensure responsiveness to requirements and resolves purchasing problems.

Provides advice and assistance to other departments in the evaluation of products and vendor files.

Develops and recommends new systems and procedures relating to procurement activities.

Conducts selection committee meetings and assists in the evaluation Process of RFP's, while acting as non-voting chairman.

Conducts pre-bid conferences with prospective bidders, bid openings and other various meetings as needed.

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Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of large scale purchasing methods and procedures.

Considerable knowledge of specifications, grades, qualities, supply sources, and market factors of commodities and services required by the City.

Considerable knowledge of applicable laws, rules, regulations, and ordinances effective in governing the purchase of commodities and services.

Considerable knowledge of supervisory principles and practices.

Knowledge of office practices, procedures, and equipment used in a large-scale purchasing operation.

Ability to assure the completion of large volume procurement assignments on a timely basis.

Ability to perform analyses of conditions affecting large scale purchasing operations.

Ability to establish and maintain effective working relations with subordinates, superiors, vendors and City personnel.

Ability to supervise subordinates in a manner conducive to full performance and high morale

Ability to communicate clearly and concisely, verbally and in writing .

MINIMUM REQUIREMENTS

Graduation from an accredited college or university with a Degree in business administration, management, procurement and inventory systems or related field and extensive experience in the purchasing and contracts management for varied goods and services for a large organization with multiple and diverse users; or be a Certified Procurement Officer from the National Institute of Governmental Procurement. Experience may substitute for education on a year-for-year basis.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. Normally no significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, sitting, standing, pushing, and pulling. Some walking, standing, kneeling and bending typical of factory and plant tours during inspections and reviews.

SUPERVISION RECEIVED

General and specific assignments are received and work is performed with latitude for use of independent

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judgement subject to direction and policies and procedures established by the General Services Director.

SUPERVISION EXERCISED

Exercise supervision over a staff of professional, para-professional and clerical employees assigned to various division operations.

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